

NPIC/D-290/81

JUL 8 1981

MEMORANDUM FOR: Director, Office of Data Processing

FROM :   
Associate Director, NPIC

SUBJECT : ODP Support to NPIC Development Program

REFERENCE : Your Memorandum, dated 4 June 1981, subject: NPIC  
Development Program Procurement Review

1. As a follow up to our meeting on 5 May, we have discussed proposal review support with your personnel and this memorandum details the current status of those discussions. The schedule for this review is part of the attached Source Selection Plan. The requested support would involve the Management Staff, the Consolidated Safe Project Office, and the Processing Division.



3. I have no basic problems with your proposed guidelines for procurement review, and will support a close coordination between our organizations such that the likelihood of serious problems or delays is minimal.

4. Your support and the cooperation of your personnel is very helpful to us and is appreciated.



Attachment:  
As Stated

**ADMINISTRATIVE-INTERNAL USE ONLY**

6 July 1981

MEMORANDUM FOR: Director, National Photographic Interpretation Center

FROM :   
Associate Director, NPICSUBJECT : Data and Control Segment Study  
Phase Source Selection Plan

1. Attached for your approval is the Source Selection Plan for the second of three competitive phases leading to the selection of the prime contractor for acquisition of the Data and Control (D/C) Segment of the NPIC Development Program (NDP).

2. The first phase of D/C Segment procurement commenced in January of this year. This phase was completed on 26 March 1981 with the award of four Study Phase contracts  At the completion of the Study Phase, two contractors will be selected to compete in a seven month Design Competition Phase. Finally, one of the two contractors will be selected for D/C Segment Acquisition Award commencing around July 1982. All selections will be accomplished through a formal source selection process based on an approved Source Selection Plan.

3. The four Study Phase contractors will submit proposals for the Design Competition Phase on 30 July 1981. The proposals will be evaluated in accordance with the attached evaluation plan. Two contractors will be awarded a firm fixed price contract for the Design Competition Phase to begin 1 October 1981.

APPROVED:

R. P. HAZARD  
Director

National Photographic Interpretation Center

*6 July 81*  
Date

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Approved For Release 2003/11/04 : CIA-RDP84-00933R000100140005-3

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Source Selection Plan  
Data and Control Segment Study Phase

I. Overview

The D/C Segment Study Phase source selection will be accomplished as described herein. This plan establishes a Source Selection Authority (SSA), a Source Selection Board (SSB) and the Technical and Cost/Management Evaluation Teams. It also defines the duties of each and establishes the schedule for the evaluation process.

Final determination of contract award will be the responsibility of the SSA. The SSB will make a recommendation to the SSA after consideration of the evaluation team reports, the contracting officer and security advisor reports and other factors as may be considered important by the SSB.

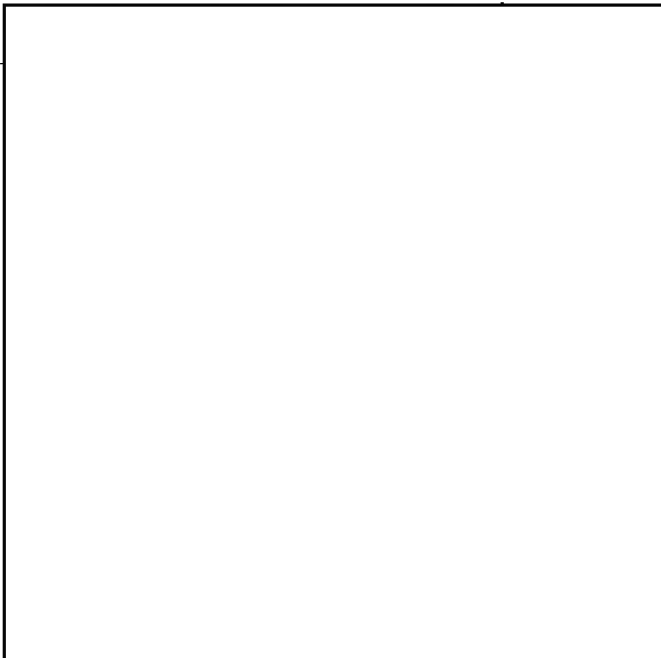
Notification of winning contractors is scheduled for 1 October 1981. This notification will be made by  the NDP Contracting Officer.

II. Source Selection Personnel

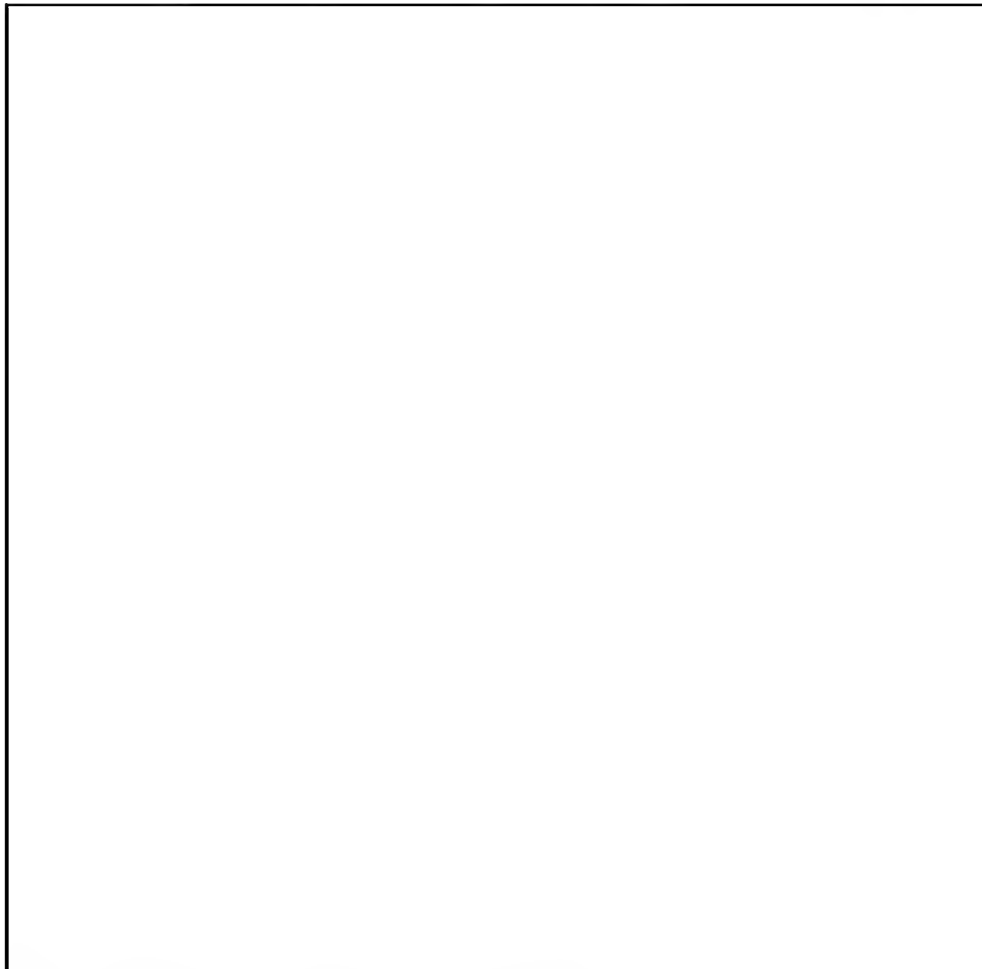
The source selection personnel responsible for the implementation of this plan are identified below.

Source Selection Authority (SSA)

Rutledge P. Hazzard



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### III. Schedule of Selection Activities

The following activities represent the key elements in the Source Selection plan.

10 Jul	Meeting - Source Selection Personnel
3 Aug	Contractor Proposals due to teams
4-14 Aug	Individual Reviews
17-19 Aug	Team Reviews
20 Aug	Brief SSB
21 Aug	Questions to Contractors via cable
1- 2 Sep	Contractor Presentations
10 Sep	Proposal Revisions Due
14-16 Sep	Individual Reviews
17-18 Sep	Team Reviews
22 Sep	Brief SSB
23-24 Sep	SSB Review/Final Decision
25 Sep	SSB Brief SSA
29 Sep	SSA Final Decision
30 Sep	Award Contracts

#### IV. Receipt of Proposals

Upon receipt of the proposals the Contracting Officer will log each proposal and forward copies to the Security Advisor and the team chairmen. Proposal volumes will be distributed as follows:

Technical Team	:	Volume I (Technical)
Cost/Management Team	:	Volume II and III (Management, Cost)
Security Advisor	:	Volume II (Management)

#### V. Contracting Officer's Evaluation

The Contracting Officer will review each proposal in its entirety to determine the acceptability from a contracting standpoint. The Contracting Officer will deliver the results of his evaluation in a report to the Source Selection Board. This report will identify those proposals which are acceptable from a contractual standpoint and will list the discrepancies found in each proposal which is not acceptable.

#### VI. Security Evaluation

The Security Advisor (SA) will evaluate each offeror's proposal from the standpoint of security and will check the offeror's previous security record. The SA will insure that the offeror has proper facilities for storing the necessary classified materials. Based on these items the SA will determine which offerors are acceptable from a security standpoint and which are unacceptable. This information will be included in a report to the Source Selection Board. The report will include, for each proposal, a list of any deficiencies of a correctable nature. For those offerors who are not acceptable, the reasons for this determination will be included in the report. Offerors found unacceptable from a security standpoint will be eliminated from further consideration for contract award.

#### VII. Team Evaluations

The evaluation of the proposals will be in accordance with the Evaluation Procedures previously approved by the SSB and in accordance with sub-criteria weights established prior to receipt of proposals. The teams will each prepare a report and a briefing to be presented to the SSB. These reports will contain a ranked scoring of the proposals, a list of highlights, deficiencies and items needing clarification for each of the proposals and a recommendation of those contractors deemed to be in the competitive range.

The following evaluation criteria and sub-criteria are to be considered by the evaluation teams. The evaluation criteria and sub-criteria are in decreasing order of importance.

##### A. System Engineering

The contractor will be evaluated on the extent to which he understands the nature and scope of the problem to be solved and the proposed approach to the solution of this problem.

## 1. Requirements Analysis

The extent to which the contractor displays a clear and comprehensive understanding of the NPIC and D/C Segment requirements. Emphasis will be placed on the contractor's understanding of the requirements specification, D/C - C/I trades, transition considerations, derived communications requirements, human engineering considerations, program schedule, and potential future functional or growth requirements.

The adequacy and effectiveness of the contractor's approach to requirements analysis.

The contractor's critique of the requirements.

The extent to which the contractor has identified the existing or potential segment driving requirements, provided the rationale for this determination and used these requirements in the architectural analysis.

The adequacy of the user terminal requirements analysis and the resulting recommendations.

## 2. Architecture Analysis

The adequacy and soundness of the contractor's technical analysis leading to the definition of the D/C Architecture. Both the D/C Segment and communication architecture will be considered. Emphasis will be placed on the effectiveness of the contractor in communicating the rationale for the architecture recommendations.

The adequacy and soundness of the recommended architecture to meet NPIC's requirements. Emphasis will be placed on the near term transition considerations, performance and future growth and flexibility.

## 3. Transition Analysis

The extent and adequacy of the contractor's transition analysis and the soundness of the resulting plan and objectives. Emphasis will be placed on the contractor's understanding of the scope and magnitude of the FY84 upgrade and the contractor's plans for this upgrade.

## 4. Risk Analysis

The extent to which the contractor understands and communicates the risks involved in the transition to and the implementation of the proposed architecture. The adequacy of the contractor's plans to examine and reduce these risks will be considered.

## B. Management

The contractor will be evaluated on demonstrated ability, experience, policies and commitment to accomplish this task on schedule and within cost.

1. Corporate

The extent to which the corporation is clearly committed to provide the resources necessary to insure that the D/C Segment meets its objectives on schedule and within cost. Emphasis will be placed on the clarity and credibility of the plans for providing the large number of development personnel required to implement this project.

The clarity and soundness of corporate plans to monitor and control this project.

2. Project

The soundness of the project organization and the relevant demonstrated experience of key management and technical personnel.

The demonstrated success with similar, large program developments involving these key management personnel.

The clarity and soundness of project management policies, procedures and plans to be implemented during the DCP and SAP.

The clarity and soundness of proposed teaming arrangements and the manner in which the teaming partners will be integrated into the project team.

The effectiveness of the project team during the study phase.

The clarity and soundness of proposed security plans and facilities for the DCP and SAP.

3. Personnel

The clarity and completeness of clearance requirements and current status for all required personnel. Emphasis will be placed on key personnel.

The identification and commitment of key personnel through system acquisition and the depth of corporate resources available to provide the necessary numbers of required personnel for the DCP and SAP.

4. Facilities

The adequacy of the available or planned facilities for the DCP and SAP.

C. Technical

The contractor will be evaluated on the technical content of the proposed segment and communications design and the transition plan.



### 1. Technical Program Plan

The clarity, completeness and soundness of the proposed DCP and SAP program plans.

The adequacy and clarity of the proposed methodologies to be employed for analysis, design, development and testing. The experience of proposed key project personnel with these methodologies will be evaluated as will the corporate experience with these techniques.

Plans for breadboarding and testing critical segment components during DCP.

### 2. Segment Design

The completeness, technical merit and feasibility of the segment and communications designs. Special emphasis will be placed on schedule and technical risk, data base, communications, performance, the FY84 design and the relation of the FY84 design to the FOC design.

The flexibility and growth potential of the designs.

The extent to which the design meets all segment requirements.

The operational and technical merit of the proposed user terminal or workstation.

The clarity and soundness of the segment interfaces with the other segments, with the users and with system operations personnel.

### 3. Transition

The clarity, completeness, and technical merit of the transition plan with special emphasis on the transition from baseline to the FY84 upgrade.

### D. Cost

The appropriateness of the allocation of contract man-hours.

The reasonableness and credibility of program cost estimates.

The clarity of assumptions and cost elements.

### VIII. Source Selection Board

The SSB will consider the evaluation team reports and the Contracting Officer and Security Advisor reports and will make a determination of those contractors deemed to be in the competitive range. For those contractors deemed to be in the competitive range, the SSB will approve the list of questions and items needing clarification prior to their release to the contractors by the contracting officer.

The SSB shall, prior to the evaluation process, select weights for the three major selection criteria. These weights are to be applied to the scores presented by the teams and a single score computed for each of the proposals. These scores, in conjunction with the cost and security reports and other considerations as appropriate, shall form the basis of the SSB recommendation to the SSA.

#### IX. Contractor Discussions

The questions and items needing clarification shall be cabled to the contractors to allow the contractors maximum time to address the concerns. The contractors will be required to respond, in accordance with the evaluation schedule, with a presentation and updates to the original proposals. All evaluation team members shall participate in the contractor presentations.

After the presentations and review of the proposal revisions, the teams shall review their evaluations of each contractor and shall prepare a final presentation to the SSB. No further discussions with the contractors will occur.

The SSB will prepare a final report and a briefing for the SSA. The report will summarize the evaluation process and will make a recommendation of awards to the SSA.

#### X. Source Selection Authority

The Source Selection Authority will consider the recommendation of the Source Selection Board and will decide which offerors are to be selected for contract awards. The SSA will advise the Contracting Officer by memo of his selections.

The Contracting Officer will arrange for the appropriate audits, notify each of the contractors of the results of the evaluation process and will arrange for a debriefing of the losing contractors.

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Approved For Release 2003/11/04 : CIA-RDP84-00933R000100140005-3

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